

**SECTION L**  
**INSTRUCTIONS TO OFFERORS (ITO)**  
**Landing Gear Collaborative Supply Chain Integration**  
**(LG-CSCI)**  
**SOURCE SELECTION**

**SECTION CONTENT**

- 1 – Proposal Preparation Instructions
- 2 – General Instructions
- 3 – Volume I – Technical (Factor One)
- 4 – Volume II – Past Performance (Factor Two)
- 5 – Volume III – Price (Factor Three)
- 6 – Volume IV – Contract Documentation

**1. PROPOSAL PREPARATION INSTRUCTIONS**

- 1.1.** This acquisition will utilize Tradeoff source selection procedures in accordance with (IAW) the Federal Acquisition Regulation (FAR) 15.101-1 as supplemented. The Government intends to select one contractor for the LG-CSCI program. However, the Government reserves the right to award no contract if the Source Selection Authority (SSA) determines it is in the Government's best interest.
- 1.2.** To assure timely and equitable evaluation of proposals, offerors shall follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including all stated terms, conditions, representations, certifications, and technical requirements, in addition to those identified as evaluation factors or sub-factors. Proposals shall consist of four (4) separate volumes; Volume I – Technical, Volume II – Past Performance, Volume III – Price; and Volume IV – Contract Documentation.
- 1.3.** Budget / Funding Information - Funding will be obligated on each delivery order awarded under the basic contract.

**2. GENERAL INSTRUCTIONS**

- 2.1.** This section provides general guidance for preparing proposals as well as specific instructions on format and content. The offeror's proposal shall include all data and information requested and shall be submitted IAW these instructions. Any offeror who submits an incomplete package may be eliminated from the competition. The offer shall be compliant with the requirements as stated in the Technical Requirements Document (TRD) Contract Data Requirements Lists (CDRLs), and Model Contract / Solicitation. **Non-conformance with these instructions may result in an “Unacceptable” proposal evaluation.**

- 2.2. Include Sufficient Detail – The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. **The proposal shall not simply copy and paste, rephrase, or restate the Government's requirements**, but rather shall provide convincing rationale to address how the offeror intends to meet or exceed these requirements. **Offerors shall assume that the Government has no prior knowledge of their experience and will base its evaluation on the information presented in the proposal.**
- 2.3. **Technical Data For Purposes of Proposing** – In the event that the Screening Analysis Worksheet (SAW) in the Technical Data Package (TDP) is out of date, the Landing Gear Requirements Document (LGRD) (Section J Attachment 15), shall be compared against the TDP and the LGRD shall take precedence for proposal purposes.
- 2.4. Embellishments Not Preferred – Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not preferred.
- 2.5. The proposal acceptance period is specified in Block 11 of the Standard Form (SF) 1447 Model Contract/Solicitation. Offerors providing less than the specified calendar days for Government acceptance after the date proposals are due, may be eliminated from the competition.
- 2.6. IAW FAR 4.8, the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.
- 2.7. Point of Contact – The Contracting Officer (CO) is the only point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests for clarification may be sent to the following address:
- Contracting Officer  
DLA Aviation  
Attn: William Brown  
6051 Gum Lane, Bldg. 1225  
Hill AFB, UT 84056  
Office (385) 519-8039  
[william.brown@dla.mil](mailto:william.brown@dla.mil)
- 2.8. Pre-Award Debriefings – The CO will promptly notify offerors of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing IAW FAR 15.505.
- 2.9. Post-Award Debriefings – The CO will notify unsuccessful offerors in the competitive range of the source selection decision IAW FAR 15.506. Upon such notification, unsuccessful offerors may request and receive a debriefing. Offerors requesting a debriefing must make their request IAW the requirements of FAR 15.505 or 15.506, as applicable.

- 2.10. Discrepancies** – If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the CO in writing with supporting rationale.
- 2.11. Electronic Reference Documents** – All referenced documents for this solicitation are available on the Federal Business Opportunities (FedBizOpps) website at <http://www.fedbizopps.gov>. Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.
- 2.12. Communications** – Exchanges of source selection information after submission of the initial proposal packages between the Government and offerors will be controlled by the contracting officer. Email may be used to transmit such information only if the email can be sent encrypted, and must include “Source Selection Information – See FAR 2.101 and 3.104” in the subject line of the email. In order to facilitate the sending and receiving of encrypted emails, offerors must use MS Outlook email configured to support encryption or a different email product that is S/MIME compatible and configured to support encryption. If you intend to submit your source selection information via encrypted email, you will need to contact the Contracting Officer indicated in the solicitation prior to first submittal in order to exchange encryption certificates. To ensure this process is working correctly, send a test encrypted message first, without including any source selection information.
- 2.13. Discussions** – The government intends to award without discussions, but reserves the right to conduct discussions if determined necessary. Discussions will be conducted IAW FAR 15.306
- 2.14. Oral Presentation** – Oral presentations will not be allowed.
- 2.15. Amendments to Solicitation** – If this Request for Proposal (RFP) is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this request by the date and time specified in the amendment(s) by signing and returning the front page of each.
- 2.16. Submission, Modification, Revision, and Withdrawal of Proposals**

Proposals and modifications to proposals shall be submitted in both paper and electronic media to the following address:

Contracting Officer  
DLA Aviation  
Attn: William Brown  
6051 Gum Lane, Bldg. 1225  
Hill AFB, UT 84056  
Office (801) 586-0681  
[william.brown@dla.mil](mailto:william.brown@dla.mil)

- 2.16.1.** All submissions shall show the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Late proposals will be handled IAW FAR 15.208.
- 2.16.2.** Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.
- 2.16.3.** Proposals may be withdrawn by written notice received at any time before award. Proposals may also be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting the withdrawal is established and the person signs a receipt for the proposal before award.
- 2.17. Organization / Number of Copies / Page Limits –** The title page of each volume must show:
- 2.17.1.** Solicitation Number
- 2.17.2.** Company Name, Address, Commercial and Government Entity (CAGE) Code and Data Universal Numbering System (DUNS) Number
- 2.17.3.** Primary point of contact name, telephone number and email address
- 2.17.4.** Volume number and name (e.g. Volume I, Technical and copy number (i.e. Original, copy 1, copy 2, etc.)
- 2.17.5.** The offeror shall prepare the proposal as set forth in Table 1- Proposal Organization below. The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies specified. The volumes identified in the table shall be separately bound in three-ring, loose-leaf binders.

**Table 1 - Proposal Organization**

<b>VOLUME</b>	<b>SECTION L PARAGRAPH #</b>	<b>TITLE</b>	<b>COPIES</b>	<b>PAGE LIMIT</b>
I	3.0	Technical	Original plus 6 Hardcopies, and 1 CD	150 pages
II	4.0	Past Performance	Original plus 4 Hardcopies and 1 CD	40 pages
III	5.0	Price	Original plus 2 Hardcopies, and 2 CDs	Unlimited
IV	6.0	Contract Documentation	Original plus 1 Hardcopy and 1 CD	Unlimited

- 2.17.6. Page Limitations** – Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal; rather, the Offeror will be notified of which pages of the proposal were determined excess as soon as practical. Page limitations may be placed on responses to Evaluation Notices (ENs) if applicable. The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors. Each page shall be counted except the following: blank pages, title pages, tables of contents, tabs, Glossary of Abbreviations and Acronyms, Cross Reference Matrix, and those noted in the Proposed Organization Table as “Unlimited.”
- 2.18. Pricing Information** – All pricing information shall be addressed in the Price Volume (Volume III) only.
- 2.19. Cross Referencing** – Each volume shall be written on a standalone basis so that its contents may be evaluated without cross-referencing to other volumes of the proposal. Information required for proposal evaluation that is not found in its designated volume will be assumed to have been omitted from the proposal. Cross-referencing within a proposal volume is permitted.
- 2.20.** The offeror shall fill out the Technical Volume section of the Cross Reference Matrix in the format as provided in Table 2 – Sample Cross Reference Matrix below, indicating the proposal reference information as it relates to Section L, Section M, and the TRD. The Cross Reference Matrix shall be included in the Technical Volume (Volume I). The Cross Reference Matrix addresses each requirement within the TRD, and Section L&M Technical sub-factors. The offeror shall fill in the Technical Volume section independently labeled with the appropriate paragraph number or page number from its proposal that addresses the requirement or factor and sub-factor.

**Table 2 - Sample Cross Reference Matrix**

<i>Section L</i>	<i>Section M</i>	<i>TRD</i>	<i>Technical Volume</i>
<i>Para. X.x.</i>	<i>Para. X.x.</i>	<i>Para. X.x.</i>	<i>Para. X.x.</i>

**2.21. Indexing**

- 2.21.1.** Each volume shall contain a detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections.
- 2.21.2.** Include an indexed list of Tables and Figures.

- 2.21.3.** Glossary of Abbreviations and Acronyms – Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

**2.22. Page Size and Format**

- 2.22.1.** A page is defined as each face of a sheet of paper containing information. Page size shall be 8.5 x 11 inches, not including foldouts, and printed on both sides. Except for the reproduced sections of the solicitation document, the text shall be Times New Roman and font size shall be no less than 12 points and lines shall be single spaced. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top, bottom, and sides. Pages shall be numbered sequentially by volume. These page format restrictions shall also apply to responses to ENs if applicable. These limitations shall apply to both electronic and hard copy proposals. Each page containing proprietary information should be so marked.

- 2.22.1.1.** Each page must contain the following legend at the bottom of each sheet:

SOURCE SELECTION INFORMATION—SEE FAR 2.101 AND 3.104  
FOR OFFICIAL USE ONLY

- 2.22.2.** Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the volume, be printed only on one side, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics, not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 10 point. These limitations shall apply to both electronic and hard copy proposals.
- 2.22.3.** Binding and Labeling – Each volume of the proposal shall be provided separately in black or white three-ring loose-leaf binders large enough to permit the volume to lie flat when open. Staples shall not be used. The outside of each binder shall include a cover sheet, clearly marked as to volume number and title, copy number, solicitation identification and the offeror's name. The same identifying data shall be placed on the spine of each binder. Be sure to apply all appropriate markings including those prescribed IAW FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.
- 2.22.4.** Electronic Offers – The content and page size of electronic copies must be identical to the hard copies. In the event there is a discrepancy between the hard copy and electronic copy, the hard copy shall take precedence for all volumes and elements of the proposal other than the TEP worksheet. The soft copy of

the TEP worksheet will be the only version used during the evaluation. For electronic copies, indicate on each CD the volume number and title. Use separate files for each volume to permit rapid location of all portions, including sub-factor required plans, exhibits, annexes, and attachments, if any. The offeror shall submit Volumes I - IV in electronic format, using read only CDs (i.e. CD-R). Re-writable CDs (i.e. CD-RW) WILL NOT BE READ, EVALUATED, OR CONSIDERED. Each volume shall be on a separate CD and files shall not be compressed. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Word 2010, MS Excel 2010, and MS-Power Point 2010, as applicable. PDF formats shall not be used for the TEP worksheet. Word documents – Set “save as type” to “Word Document (\*.docx)” only. Excel spreadsheets – Set “Save as type” to Microsoft Excel Workbook (\*.xlsx).” PowerPoint presentation – Set “Save as type” to “Microsoft PowerPoint 2010 Presentation (\*.pptx).”

- 2.23. Distribution – The "original" proposal shall be identified. Proposals shall be addressed to the CO and mailed or hand-delivered to:

Contracting Officer  
DLA Aviation  
Attn: William Brown  
6051 Gum Lane, Bldg. 1225  
Hill AFB, UT 84056  
Office (801) 586-0681  
[william.brown@dla.mil](mailto:william.brown@dla.mil)

### 3. VOLUME I – FACTOR ONE, TECHNICAL

- 3.1. General – The Technical Volume shall be clear, specific, complete, and include sufficient detail for effective evaluation. Legibility, clarity and coherence are very important. Offerors responses will be evaluated against the Technical sub-factors defined in Section M, Evaluation Factors for Award. Offerors shall review Section M criteria to ensure the LG-CSCI requirements are met. Provide as specifically as possible the actual methodology the offeror would use for accomplishing/satisfying each sub-factor. **Offerors shall assume that the Government has no prior knowledge of their experience or facilities, and will base its evaluation only on the information presented in the offeror’s proposal.** All the requirements specified in the solicitation are mandatory. By the offeror’s proposal submission, the offeror is representing that they will perform ALL the requirements specified in the solicitation; it is not necessary to tell the Government so in the proposal.
- 3.2. Adequate Responses – It is imperative that the offeror fully describe and provide detail as to how the offeror shall meet all technical sub-factor requirements. Do not merely copy and paste, rephrase, or restate the objectives or reformulate the requirements specified in the solicitation.

**3.3. Exceeding Requirements** – Offerors shall highlight areas of the technical proposal where they assert exceedance of sub-factor requirements as defined in each technical sub-factor in section M.

**3.4. Volume Organization** – Offerors’ response to the Technical Volume (Volume I) shall be structured in a logical manner at the offeror’s discretion, and must clearly address the offeror’s technical approach to all aspects of the sub-factors below. The technical approach must clearly identify each sub-factor as addressed throughout the proposal. Within each sub-factor the offeror shall identify applicable members of the teaming arrangement, as defined in section M 2.4.6, and their responsibilities in relation to the sub-factor.

**3.5. Sub-Factor One: Engineering**

**3.5.1.** Submit an engineering plan detailing how the offeror will meet all requirements of TRD paragraph 4.0 and all sub paragraphs. The contractor shall also provide the following:

**3.5.1.1.** Resumes for the key positions required in TRD paragraphs 4.3.1.1, 4.3.2, and 4.3.3

**3.5.1.2.** Evidence of a current AS9100 or equivalent quality certification

**3.5.1.3.** Assuming an order of 42 high value forged parts, provide a detailed description of how the following scenario would be resolved:

Scenario - 30 days prior to the contractual delivery date for an order of thin walled, high strength steel, chrome plated parts, it has been determined that the first five inspected parts have grinding burns.

**3.6. Sub-Factor Two, Program Management:**

**3.6.1.** Submit a Program Management plan detailing an approach for overseeing all aspects of the program, demonstrating how PLTs will be reduced, proposed PLTs will be adhered to, and ensure On Time Delivery (OTD) rates are at least 90%. The offeror must also provide an approach for Supply Chain Management and Subcontractor Management.

**3.7. Sub-Factor Three: Order Fulfillment**

**3.7.1.** Submit a detailed description and flow chart of the manufacturing process, from date of order to final delivery for each of the following NSNs:

a) C-5; Yoke Landing Gear, NSN: 1620-00-175-3939, PN: 4G11430-119A (QTY 30) (Bid-set data located at Section J attachment 12).

b) F-16; Cylinder Assembly, NSN: 1620-01-158-1285, P/N: 2006016-103 (QTY 100) (Bid-set data located at Section J attachment 13).



- c) KC-135; Bogie Beam Assembly, NSN: 1620-01-143-0384, PN: 9927108-10 (QTY 10) (Bid-set data located at Section J attachment 14).

**3.7.2.** For each of the NSNs listed above the offeror must also:

- a) Identify the manufacturing process and the associated constraints and how constraints will be overcome
- b) Indicate the time required for each step in the process from receipt of order to final delivery
- c) Identify in the process where any subcontracting or shipping is performed
- d) Specifically describe each process in detail specified in the Technical Data Package (TDP) requirements to include all tooling, equipment and material necessary for proper and complete remanufacture.

**3.7.3.** Define the process to qualify a new source for the C-5; Yoke Landing Gear, NSN: 1620-00-175-3939, PN: 4G11430-119A

#### **3.8. Sub-Factor Four: PLT Reduction (Valued Requirement)**

**3.8.1.** Submit Proposed Production Lead Times (PLTs) for all Items listed in the “Bid-AF Parts” tab of the TEP worksheet. The approach for achieving proposed PLTs shall be addressed and captured in any or all of the previous sub-factors. However, the offeror shall clearly identify aspects of the technical proposal that substantiate proposed PLTs in relation to this sub-factor. No pricing information shall be submitted in the Technical Volume. In relation to this sub factor submit proposed PLTs for “Bid-AF Parts” only.

### **4. VOLUME II - FACTOR TWO, PAST PERFORMANCE**

- 4.1.** General – Submit a past performance volume containing past performance information IAW the format stated in Section 2 – General Instructions, and corresponding subparagraphs, in addition to providing hard and soft copies as required in Section 2 – General Instructions of this document. This requirement is for all companies listed in the teaming arrangement. Offerors are cautioned that the Government will use data provided by each offeror in this volume and data obtained from other sources in the evaluation of past performance.
- 4.2.** Consent and Client Authorization Letters – The Offeror shall submit a consent letter (see Section J Attachment 9, *Past Performance Consent Letter*), signed and executed by the subcontractors, teaming partners, and joint venture partners as applicable, authorizing release of adverse past performance information to the offeror so the offeror can respond to such information. For each identified effort for a commercial customer, the Offeror shall submit a client authorization letter signed by the commercial client (see Section J Attachment 8, *Past Performance Client*

*Authorization Letter*), authorizing the release of requested information on the Offeror's performance to the Government.

- 4.3. Early Proposal Information – Each offeror is requested to submit the Past Performance Volume (Volume II) 30 calendar days prior to the proposal due date. However, proposals will be accepted up to the due date without negative ramifications.

- 4.3.1. Questionnaires – As soon as possible, offerors shall complete Section 1 of the Past Performance Questionnaire (see Section J Attachment 6, *Past Performance Questionnaire*). Offerors shall invite the third parties identified on the PPISs to complete and transmit the questionnaire (see Section J Attachment 6, *Past Performance Questionnaire*) to DLA describing their experiencing regarding the offeror. The third-party POCs are instructed to complete the questionnaire and transmit it directly to the DLA evaluators in electronic format. The third parties are further instructed NOT to transmit the completed questionnaires back to the offeror but to the DLA evaluators (identified emails on questionnaire document). Questionnaires transmitted directly by the offeror will not be evaluated, or considered. Once questionnaires are completed, they shall be considered source selection sensitive and shall not be released to the offeror. **RESPONDENTS TO THE QUESTIONNAIRES SHALL NOT SEND THE COMPLETED INFORMATION SHEETS BACK TO THE OFFEROR!** Offerors shall not follow-up with respondents to ensure they have completed the questionnaires. The performance evaluation team will conduct such follow-up with any POC as necessary.

- 4.4. Recent and Relevant Contracts (as defined in Section M, Volume II) – Submit information in accordance with Attachment 7, *Past Performance Information Sheet* (PPIS) for a maximum of 10 recent and relevant contracts from the team. The offeror is encouraged to submit PPISs for the prime and each subcontractor performing major or critical aspects of the requirement. **In no case shall a team submit more than 10 total PPISs.** Within each PPIS, offerors are required to provide a narrative explaining what aspects of the contracts are deemed relevant to the proposed effort and to what technical sub-factors they relate. This may include a discussion of efforts accomplished by the offeror to resolve problems encountered on prior contracts as well as past efforts. The offeror shall clearly demonstrate management actions employed in overcoming problems and the effects of those actions in terms of improvements achieved or problems rectified. If past performance information is being submitted under a basic ID/IQ contract/agreement, the contractor shall identify the delivery/task order relevant to LG-CSCI. Each delivery or task order will count as one contract. The offeror shall use one PPIS for each delivery/task order cited.
- 4.5. Completed Team Roles & Responsibilities Worksheet – The contractor shall provide a completed roles and responsibilities worksheet in accordance with the format contained in Section J Attachment 5, *Team Roles and Responsibilities* worksheet, for all proposed team members or subcontractors that meet the definition in section M Paragraph 2.4.6. The offeror has discretion in determining the most beneficial mix

and quantity of contracts by prime offeror, key partners, or subcontractors covering as many of these elements as is practical.

- 4.6. Past Performance Citation Reference Sheet – Submit a matrix of the Prime and their team members and the contract citations that have been documented in the Past Performance Information Sheets.
- 4.7. An offeror's failure to address performance problems/issues within this volume does not preclude the Government from using such information in determining a past performance rating.

## **5. VOLUME III - FACTOR THREE, PRICE**

- 5.1. General Instructions - The price evaluation criteria will be: (1) Completeness, (2) Reasonableness, (3) Balance, (4) Affordability, and (5) Total Evaluated Price (TEP) as defined in Section M paragraph 5.8, which will be assessed from the information provided in this volume. **Offerors shall review Section M criteria to ensure the minimum requirements are met.**
- 5.2. Total Evaluated Price (TEP)
  - 5.2.1. Submit a copy of the completed TEP worksheet in the Price Volume (Volume III) in Microsoft Excel format (non-PDF format).
- 5.3. Offerors shall input Firm Fixed Price (FFP) prices for all NSNS listed in the “Bid-AF Parts”, and “Bid-DLA Parts” tabs of TEP worksheet. Offerors shall also propose a PLT for all “Bid-AF”, and “Bid-DLA” NSNs. All FFP prices shall be fully burdened and include all direct costs, indirect rates (Overhead, General and Administrative, etc.) and profit necessary for the performance of the entire requirement. All prices will be fixed and contractually binding.

**NOTE: Items listed in the “Add-AF Parts” and “Add-DLA Parts” tabs of the TEP worksheet shall not be priced, these are items that may be priced and added to the active population as requirements materialize after award of the basic contract.**

- 5.3.1. Cost or Pricing Information Requirements - IAW FAR15.402, FAR 15.403-1(b) and 15.403-3(a), “information other than certified cost or pricing data” may be required to support price reasonableness. If after receipt of proposals, the CO determines that there is insufficient information available to determine the reasonableness of the proposed pricing the offeror may be required to submit additional information other than certified cost or pricing data. If, during the source selection process, the CO determines that adequate competition no longer exists, then certified cost and pricing data may be required.
- 5.3.2. Rounding – All dollar amounts provided shall be rounded to the nearest dollar.

**5.3.3.** Pricing Assumptions – Provide an explanation of the method used to develop proposed PLTs and NSN prices. Summarize all significant pricing assumptions, scope limitations and qualifications of the Price Volume (Volume I). Pricing assumptions shall not exceed 20 pages.

**5.3.4.** Estimating Techniques and Methods - When responding to the Price Volume requirements in the solicitation, the offeror may use any generally accepted estimating technique to develop their proposal. Provide a summary description of your standard estimating system or methods. Also, provide a summary description of your purchasing system or methods. In addition, identify deviations (if any) from your standard estimating procedures (including overhead and G&A applications) in preparing this proposal volume. Indicate whether you have Government approval of your estimating and purchasing systems and provide evidence of such approval. Provide a summary description of your pricing methodology as it pertains to this acquisition.

## **6. VOLUME IV – CONTRACT DOCUMENTATION**

**6.1.** Provide all Volume IV Contract Documentation in the prescribed format identified in Table 1- Proposal Organization.

**6.2.** Model Contract/Solicitation Representations and Certifications.

**6.3.** Section A – Solicitation/Contract Form: Complete blocks 12 (offerors must input 365 days for acceptance) and 16 of the SF 1447. Signature by the offeror on the SF 1447 constitutes an offer.

**6.4.** Section B – Supplies or Services and Costs/Prices: Do not input pricing information in Section B of the model contract. All required prices shall be proposed in the TEP Worksheet.

**6.5.** Section I – Contract Clauses

**6.6.** Section K – Representations, Certifications, and other Statements of Offerors: Complete representations, certifications, acknowledgments and statements. Offeror must have filled out an online provision FAR Clause 52.204-8 Annual Representations and Certifications (May 2014), Online Reps and Certs at System for Award Management (<http://www.sam.gov>). Offer shall ensure certification as a small business under North American Industry Classification System (NAICS) 336413.

**6.7.** Exceptions to Solicitation Requirements – Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or sub-factors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any,

on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table 4 – Solicitation Exceptions.

**Table 4 – Solicitation Exceptions**

<b>SOLICITATION Document</b>	<b>Page/ Paragraph</b>	<b>Requirement/ Portion</b>	<b>Rationale</b>
TRD, Model Contract/Solicitation, Section L, etc.	Applicable Page and Paragraph Numbers	Identify the requirement or portion to which exception is taken	Describe why the requirement can/will not be met

#### **6.8. Other Information Required**

**6.8.1.** Joint Venture – If a joint venture is executed, submit a copy of the signed and completed joint venture agreement. The companies comprising the joint venture will be considered the offeror/prime contractor, all other team members identified will be considered IAW the definition in section M 2.4.6.

**6.8.2.** Teaming arrangement – The teaming arrangement must consist of a prime contractor (who will be the sole point of contact, and have overall responsibility for the contract) and any subcontractor whose technique, capability, certifications, or qualifications are used to satisfy any aspect of the technical proposal.

**6.8.2.1.** Offeror shall submit a signed formal agreement between the prime contractor/joint venture, and any other contractors listed in the teaming arrangement meeting the definition of section M 2.3.6. The agreement must provide evidence that it will be valid beginning on the date of contract award. Additionally, the general roles and responsibilities of the applicable member of the teaming arrangement shall be listed in each individual agreement. This agreement does not preclude offerors from adding team members after contract award. Failure to provide this agreement may be considered non-responsive, and therefore ineligible for award.

**6.9.** Authorized Offeror Personnel – Provide the name, title, telephone number, and email address of the company/division point of contact responsible for negotiating with the Government.

**6.10.** Adequate Financial resources – Submit documentation demonstrating that offeror possesses adequate financial resources to perform the contract. This information will be used as part of the Contracting Officer's determination of responsibility IAW FAR 9.104